

Meeting Summary of the Kentucky Mental Health Planning & Advisory Council
Membership Committee
October 4, 2007, 1:00pm- 4:00pm
100 Fair Oaks Lane, 4th Floor, Conference Room A, Frankfort

Council Members Present: Steve Liles, Trudy Abshire, Rebecca Garrett, Bob Hicks, Anna Winchell, Janet Gothard

DMHMRS Staff: Michele Blevins, Christie Penn

TOPIC	OUTCOME	NEXT STEPS
Welcome & Introductions	Bob Hicks called the meeting to order at 1:10 p.m.	
July Meeting Summary	Bob Hicks made a motion to approve the drafted summary for the July 25, 2007 meeting. It was seconded by Steve Liles and motion carried.	
Transition Age Youth Vacancy	<p>After reviewing the nomination form, the Committee recommended revising the form to create one that is developmentally appropriate for youth.</p> <p>The Committee decided to limit the transition age youth seat to youth who are age 18-25 (up to their 26th birthday). The Committee discussed ideas for soliciting youth and recommended contacting the following agencies and groups:</p> <ul style="list-style-type: none"> • Kentucky Partnership for Families and Children • NAMI • Community Mental Health Centers - Local Resource Coordinators 	<p>Form will be revised with youth in mind.</p> <p>Memos and nomination forms will be distributed to these agencies.</p>
Review of Upcoming 2008 Vacancies	<p>The Committee reviewed the Council's by-laws and reaffirmed that current members of the Planning Council may reapply for membership. It was also agreed that everyone interested in membership must reapply (i.e., current members whose terms are expiring and new candidates). Nominations will be reviewed by the Membership Committee and recommendations made to the Council in November. The Council will review and submit recommendations to Commissioner Burt for appointment.</p> <p>Committee members recommended that staff send out a memo to current members to notify them that their term is expiring in February 2008 and to instruct them to complete a nomination form if they are interested in reapplying for membership.</p> <p>The Committee defined the following membership categories:</p> <ul style="list-style-type: none"> • Parent of a Child with SED - a child with SED may be up to age 21. • Family Member of an Adult with SMI – adult is defined as 21 and older. 	<p>Memo will be sent to members.</p>

Review of Member Nomination Forms	<p>The Committee reviewed a draft of the member nomination form and suggested revisions to it.</p> <p>Becky Garrett suggested adding language to the memo that the nomination form may be used to nominate yourself or to nominate someone else.</p> <p>The Committee stated that a racially diverse membership would be valuable and recommended that a diversity statement be included on the nomination form.</p>	<p>Revisions will be made.</p>
Strategy for Notifying Public about Vacancies and Soliciting Nominations	<p>The Committee will review nominations on Friday, November 2, 2007. The Committee recommended nomination forms be mailed as quickly as possible to give nominees ample opportunity to complete and review forms.</p> <p>The Committee suggested inviting nominees to the November Council meeting.</p> <p>The Committee also recommended a one-time exemption of the Council's by-laws, then revising them later, specifically selecting officers on odd years, selecting members during even years, and extending the term of the Council's current officers by one year. It was recommended that Commissioner Burt and By-laws Committee members be made aware of this prior to November's Council meeting.</p> <p>Bob Hicks recommended sending out a letter to each Council member to notify them that their term is expiring and to inform them of their right to reapply for membership.</p>	<p>Letter to be sent.</p>
Other Items from the Committee	<p>Steve Liles asked staff to create a list of acronyms commonly used by the Council members and staff.</p> <p>Rebecca Garrett and Steve Liles requested that Anna Winchell be placed on the agenda for the next quarterly Planning Council meeting to give an update on DCBS in Hardin County.</p> <p>The Committee discussed options for noting and improving attendance at Council meetings. Members suggested:</p> <ul style="list-style-type: none"> • Calling members who have missed several meetings. • Noting on the minutes whether an absence is excused/notification of absence given. • Discussing the importance of regular attendance at the next few meetings. • Enforcing the Council's by-laws. 	<p>Staff will create and distribute an acronyms list to members.</p> <p>Council Chair will contact members who have missed 2 meetings or more in the past year. Staff will have to keep track and tell Becky.</p>
Adjournment	<p>Trudy Abshire made the motion to adjourn and Steve Liles seconded. Meeting adjourned at 4:10 pm.</p>	
Next Meeting	<p>The next meeting of the Membership Committee will be Friday, November 2, 2007, 1:00 p.m. - 4:00 p.m., at the Department for MHMR Services, 100 Fair Oaks Lane, 4th Floor, Conference Room A, in Frankfort.</p>	